



Pete Ricketts, Governor

August 23, 2018

The State of Nebraska Purchasing Bureau is issuing the following draft solicitation:

Draft Solicitation: RFP 053017  
Service: Provide Administrative and Support Services for the State of Nebraska Employee Health Care Benefit Plans  
Responses Due Date: September 24, 2018  
Buyers: Jennifer Eloge/Teresa Fleming

This letter hereby requests review, comment, and recommendations from all interested parties of the Draft Request for Proposal (RFP) 053017 to provide Administrative and Support Services for the State of Nebraska Employee Health Care Benefit Plans. The Draft RFP is being issued for informational purposes to assist the State of Nebraska in developing a Final RFP for this procurement.

The State of Nebraska is not requesting proposals at this time, and interested parties shall not submit proposals in response to the draft RFP. The State of Nebraska will not evaluate any proposals received in response to the draft RFP.

#### SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1.	Release Draft Request for Proposal	August 23, 2018
2.	Last day to submit written questions (as related to processes)	September 06, 2018
3.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	September 13, 2018
4.	Responses Due on or before Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508 Or <a href="mailto:as.materielpurchasing@nebraska.gov">as.materielpurchasing@nebraska.gov</a> Or Fax: 402-471-2089	September 24, 2018 2:00 PM Central Time

David D. Zwart, Deputy Director & Materiel Administrator

Department of Administrative Services | MATERIEL DIVISION

1526 K Street, Ste. 130  
Lincoln, Nebraska 68508

OFFICE 402-471-6500  
FAX 402-471-2089

[das.nebraska.org](http://das.nebraska.org)

## **PROCURING OFFICE AND CONTACT PERSON**

Procurement responsibilities related to this Draft RFP reside with the State Purchasing Bureau. The point of contact for the Draft RFP is as follows:

Name: Jennifer Eloge/Teresa Fleming  
Agency: State Purchasing Bureau  
Address: 1526 K Street, Suite 130  
Lincoln, NE 68508

Telephone: 402-471-6500  
Facsimile: 402-471-2089  
E-Mail: [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov)

## **COMMUNICATION WITH STATE STAFF**

From the date the Draft RFP is issued and until Draft RFP responses are due (as shown in the Schedule of Events), contact regarding this Draft RFP between potential vendors and individuals employed by the State is restricted to written communication with the staff designated above as the point of contact for this Draft RFP.


The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Draft RFP;
2. Contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the Draft RFP. No individual member of the State or employee of the State is empowered to make binding statements regarding this Draft RFP. The State of Nebraska will issue any clarifications or opinions regarding this Draft RFP in writing.

## **WRITTEN QUESTIONS AND ANSWERS**

Any explanation desired by a vendor regarding the meaning or interpretation of any Draft RFP process provision must be submitted in writing to the State Purchasing Bureau and clearly marked Draft Request for Proposal (RFP) 053017 Administrative and Support Services for the State of Nebraska Employee Health Care Benefit Plans. Written questions shall pertain only to this Draft RFP process and RFP process, and shall not include technical questions related to the Draft RFP content. Questions and comments related to the Draft RFP content shall be submitted by following the instructions in the "Submission of Response." It is preferred that questions to the process be sent via e-mail to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov). Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Teresa Fleming, showing the total number of pages transmitted, and clearly marked "Draft Request for Proposal (RFP) 053017 Administrative and Support Services for the State of Nebraska Employee Health Care Benefit Plans". It is recommended that Vendors submit questions sequentially numbered, include the Draft RFP reference and page number using the following format.



<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Comment/Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing.html> on or before the date shown in the Schedule of Events.

### **SUBMISSION OF RESPONSE**

The State of Nebraska invites all interested parties to thoroughly examine the Draft RFP in its entirety. It is recommended that Vendors submit responses sequentially numbered, include the Draft RFP reference and page number using the following format. It is preferred that responses to the Draft RFP be sent via e-mail to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov). Responses may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Jennifer Eloge/Teresa Fleming, showing the total number of pages transmitted, and clearly marked "Draft RFP 053017; Administrative and Support Services for the State of Nebraska Employee Health Care Benefit Plans Submission of Response".

<u>Response Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question / Response</u>

The State is also interested in information and comments found in the matrix below. Vendors may address the following as part as their response. The responses to the below shall be submitted using the matrix:

1.	When reviewing Section V. Project Description and Scope of Work, <b>please</b> provide comments to the State letting us know if what we are requesting is feasible. When providing a comment, please be sure to note the Requirement number associated with the comment. Response:
2.	When reviewing the Attachments, please provide comments to the State letting us know if what we are requesting is feasible. When providing a comment, please be sure to note the attachment letter and requirement associated with the comment. Response:
3.	When reviewing the Cost Proposal Template please provide comments to the State letting us know if what we are requesting is feasible. Is the State omitting any relevant cost that should be included in the Cost Proposal Template? When providing a comment, please be sure to note the tab and cell reference associated with the comment. Response:



4.	When reviewing the Performance Guarantees, please provide comments to the State letting us know if what we are requesting is feasible. Are the Assessment Fees reasonable? Are there any missing Performance Guarantees that should be included? When providing a comment please be sure to note the tab and cell reference associated with the comment.
	Response:
5.	Please acknowledge or point to any major issues not currently addressed in the draft RFP that the State should consider incorporating into the Final RFP.
	Response:

